

Quality Rated Program Benchmarks

Please send the following items to Mentor Michigan to continue the QRP certification process

1. Recruitment
 - a. Description of recruitment strategies and campaigns, list of recruitment events
 - b. Description of desired volunteer mentors and youth, including any desired qualifications, interests, skills, and experiences
 - c. Recruitment handouts provided to current mentors and mentees
 - d. Description of methods employed to encourage current mentors and mentees to engage in recruitment
2. Screening
 - a. Criteria for accepting and disqualifying mentors/mentees
 - b. Mentor application
 - c. Interview scheduling procedure or description of interview process, typical questions asked
 - d. List of background and reference checks conducted on prospective mentors
 - e. Match agreement forms including which parties are involved, a minimum time commitment, minimum meeting time and frequency
 - f. Parental/guardian consent form and description of consent process
3. Training
 - a. Thorough description of all pre-match trainings provided to mentors
 - b. Risk management policies and how they are communicated to mentors
4. Matching
 - a. Description of match procedure, including qualities, skills, experiences considered during match process
 - b. Procedure for scheduling initial match meeting, along with any requirements for the initial meeting
 - c. Commitment agreement to be signed at initial match meeting
5. Monitoring and Support
 - a. Procedures for program contact with mentors/mentees, including frequency, timeline and topics covered
 - b. Protocol for assessing mentor/mentee relationship
 - c. Procedures for parent contact, including topics discussed
 - d. Documentation procedure of match meetings and activities
 - e. List of resources and support services offered to mentors post-match
 - f. List of resources and support services offered to parents/guardians post-match
 - g. Post-match mentor trainings offered
 - h. Procedure for mentor evaluation/feedback throughout duration of the match
6. Closure
 - a. Procedure for managing anticipated closures
 - b. Procedure for managing unanticipated closures
 - c. Exit interview procedure and topics discussed
 - d. Re-matching procedure
 - e. Documentation/recording process for closures
 - f. Topic guide for closure discussion with mentee
 - g. Topic guide for closure discussion with mentor
 - h. Written public statement for parent/guardian discussing closure and post-closure procedures